

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1079789
POSITION NO: 241184
POSITION TITLE: _____

DATE POSTED: 03/16/15
CLOSING DATE: 03/27/15

DEPARTMENT NAME / WORKSITE: Fleet Coordinator
NDOT/Road Maintenance/TseBonito, NM
WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB60A
WORK HOURS: 8:00am-5:00pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 28,600.00 PER ANNUM
SEASONAL: ☐ Duration: _____ \$ 13.75 PER HOUR
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Responsible for planning, scheduling, and coordinating fleet inspection and preventive maintenance of the department's motor vehicles and heavy equipment machinery. Maintains preventive maintenance scheduling for all heavy equipment machinery in accordance with Contract and Budgets. Manages Fueling Facilities and data management activities; and monitors fueling log and fueling cards of all heavy equipment machinery. Maintain inventory of motor vehicles and heavy equipment machinery based on future plans and needs assessment. Reconciles vehicle specifications for titles and registration with state and local law enforcement agencies. Evaluates and recommends assignments of vehicles and heavy equipment machinery based on priority projects and costs. Resolves mechanical issues in consultation with motor vehicle and heavy equipment operators. Coordinates the procurement process in purchasing new vehicles, heavy equipment machinery, and supplies. Provides budgetary projections to management; ensures that expenses are charged against the proper accounts; and monitors expenditures against program budgets. Compiles and maintains records of vehicle mileage; and prepares correspondence and required reports. Coordinate with appropriate Navajo Nation programs and external companies to ensure vehicle and heavy equipment parts, maintenance, and supplies are adequately provided.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED; and three (3) years of experience of related work experience.

Preferred Qualifications:

- An Associate's degree in Automotive Technology or related field.
- Possess a valid state CDL Class A or B.
- Training in Automotive Tech.

Special Requirements:

- Possess a valid state driver's license Class A or B.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation rules, regulations, guidelines, policies and procedures related to the registration of motor vehicles; knowledge of general automotive repair and preventive maintenance scheduling and coordination; knowledge of basic accounting practices and computer hardware/software. Skills in coordinating, prioritizing and handling multiple tasks; skills in written and verbal communication in the development of reports; skills in maintaining accurate reports and accounts; and skills in establishing and maintaining effective working relationships.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, First Aid, and Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.